



National Science Foundation

Rotational Vacancy

ANNOUNCEMENT NO: E20060093-Rotator

OPEN: 04/27/2006

CLOSE: 06/01/2006

POSITION WILL BE FILLED ON A ONE OR TWO YEAR VISITING SCIENTIST APPOINTMENT OR FEDERAL TEMPORARY APPOINTMENT.

Individuals wishing to apply for a permanent position see vacancy number E20060092.

The National Science Foundation announces a nationwide search for an Assistant Program Director for the in the Division of Mathematical Sciences (DMS).

DMS supports a wide range of projects aimed at developing and exploring the properties and applications of mathematical structures. Most of these projects are those awarded to single investigators or small groups of investigators working with graduate students and postdoctoral researchers. Programs such as Mathematical Sciences Infrastructure handle activities that fall outside this mode. Additional information about the Division and its programs can be found at <http://www.nsf.gov/div/index.jsp?div=DMS>.

This position will be filled on a one or two year Visiting Scientist Appointment or as a Federal Temporary Appointment. Temporary and Visiting Scientist appointments will be made under the Excepted Authority of the NSF Act with a current salary range of \$54,272 - \$100,554, depending on qualifications and experience. For Visiting Scientist appointments, individuals are in a non-pay leave status from the home institution and are appointed to NSF's payroll as a Federal employee. NSF withholds FICA and provides reimbursement for fringe benefits. For Federal temporary appointments of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For more information regarding Visiting Scientist appointments, visit our website at http://www.nsf.gov/about/career_opps/.

DUTIES AND RESPONSIBILITIES: The incumbent will work with the Division Director, Executive Officer and Program Directors to assist with various technical and administrative tasks. A basic knowledge of the Mathematical Sciences is essential and a working knowledge of other sciences is important. Assignments include; writing reports, data analysis, liaison with other NSF programs and other government agencies, and exchanging information with the Mathematical Sciences research community. DMS has 25 program directors and 8 program assistants and handles 2,400 proposal actions annually.

The incumbent for this position will be responsible for the following:

- Works with the Division Director and Executive Officer to develop scientific or administrative data that can be used in preparing analytical and interpretive reports and guides to future initiatives and decision making.
- Helps tabulate, organize and analyze data for program annual reports. Assists with the preparation of program "nuggets".
- Handles or re-directs questions from the scientific community concerning operations of sub-programs or of specific solicitations.
- Works closely with the support staff in entering and collecting data relevant to the management of program activities. Works with Program Directors to expand the reviewer base and to perform library research to help Program Directors identify less obvious conflicts of interest.

QUALIFICATIONS REQUIRED: Applicants must possess a Ph.D. or equivalent experience in mathematics, statistics or a related field; OR a Master's in mathematics, statistics, or a related field, plus two or more years of successful research, research administration, and/or managerial experience pertinent to the position. An advanced degree in mathematics or a related discipline is highly desirable. A broad-based training in other scientific disciplines is also desirable.

HOW TO APPLY: Applications may be transmitted electronically to rotator@nsf.gov. You may also submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: E20060093-Rotator. In addition, you are encouraged to submit a narrative statement that addresses your background and/or experience related to this position. You are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment (the information is used for statistical purposes). Telephone inquiries may be referred to the Executive and Visiting Personnel Branch, at (703) 292-8755. Hearing impaired individuals may call TDD (703) 292-8044.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- 01 - Newspaper (specify) _____
- 02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement)
- 03 - NSF-initiated personal contact
- 04 - Science Magazine, or other professional journal or magazine (specify) _____
- 05 - Affirmative Action Register
- 06 - Attendance at conference, meeting or job fair (specify) _____
- 07 - NSF recruitment at school or college
- 08 - Colleague referral
- 09 - NSF Bulletin
- 10 - Federal, State or local job information center
- 11 - State vocational rehabilitation agency or Veterans Administration
- 12 - State employment office
- 13 - School or college counselor or other official
- 14 - Private job Information service
- 15 - Private employment service
- 16 - Friend or relative working at NSF
- 17 - Friend or relative not working at NSF
- 18 - NSF website
- 19 - Internet or other website
- 20 - Other (specify) _____

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide information on your disability status by circling the appropriate category below:

- 1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
- 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER